



Best Management Practice (BMP) Checklist for NH Public Works Departments or Highway Garages

Town: _____
 Contact Name: _____ Phone: _____ Fax: _____
 Address: _____
 E-mail: _____

Area 1: General Information

- | | | |
|--|---|---|
| 1. Does your facility have an EPA ID number? | Y | N |
| 2. If so, what is the number? _____ | | |
| 2. How many employees do you have? ____ Full Time ____ Part Time | | |
| 3. How many bays do you have at the facility? ____ Maintenance ____ Storage ____ Other | | |
| 4. Are there any waterbodies nearby? Y N Type of waterbody: _____ | | |
| 5. Do you have an aboveground storage tank? Y N Is it registered? | Y | N |
| 6. Do you have an underground storage tank? Y N Is it registered? | Y | N |

Area 2: Hazardous Waste Management

Used Oil

- Do you:
- | | | |
|--|---|---|
| 1. Store used oil in structurally sound containers? | Y | N |
| 2. Clearly label with the words "USED OIL FOR RECYCLE?" | Y | N |
| 3. Keep containers closed and sealed except when oil is being added or removed from the container or tank? | Y | N |
| 4. Keep used oil separated from other hazardous wastes? | Y | N |
| 5. Recycle used oil? | Y | N |
| 6. Have a used oil burner? | Y | N |
| 7. Have it registered with DES Air/Waste Programs? | Y | N |
| 8. Accept used oil from residents? | Y | N |
| 9. Test the used oil for recovery? | Y | N |

Used Oil Filters

- Do you:
- | | | |
|--|---|---|
| 1. Properly drain and dispose of used oil filters? | Y | N |
| 2. Recycle used oil filters with a scrap metal dealer? | Y | N |
| 3. Own a filter crusher? | Y | N |
| 4. Know about the DES Used Oil Grant Program? | Y | N |

Parts Washing & Absorbents

1. Do use cloth or other durable materials that are wringable and reusable?	Y	N
2. Do you use a laundering service?	Y	N
3. Do you have a parts washer?	Y	N
4. How often do you change the solvent? _____		
5. How does the solvent get disposed of? _____		
6. How do you dispose of soiled rags? _____		

Area 3: Hazardous Waste Containment & Storage

1. Is there a "designated" hazardous waste storage area?	Y	N
2. Is storage area ____ inside ____ outside?		
3. Is storage area ____ covered ____ uncovered ____ bermed ____ unbermed?		
4. Is there sufficient aisle space around containers?	Y	N
5. Are hazardous waste containers properly labeled with the fill start date, hazardous waste type, and EPA or state waste number?	Y	N
6. Are containers sealed and closed at all times except when adding waste?	Y	N
7. Are containers in good condition, free of dents, rust, etc.?	Y	N
8. Do you keep all hazardous wastes on impervious surfaces and away from floor drains?	Y	N

Area 4: Hazardous Waste Collection & Disposal

1. Are you a Full or Small Quantity Generator? _____		
2. Do you need to apply for SQG Extended Storage? _____		
3. Who is certified to collect the hazardous waste? _____		
4. Where do you keep manifests for hazardous wastes? _____		
5. Where do you keep Bills of Lading for recycled wastes? _____		
6. Do you self-transport universal wastes? _____		
7. Does this site manage a household hazardous waste (HHW) event? _____		

Area 5: Painting Waste

1. Is painting done ____ inside ____ outside? Do you have a spray booth?	Y	N
2. Do you use paint filters?	Y	N
3. Do you use a spray gun?	Y	N
4. Is your spray gun a HVLP?	Y	N
5. Are you using new, low VOC compliant paint?	Y	N
6. Are you using paint thinner?	Y	N

Area 6: Solid/Universal Waste Recycling

1. Do you safely store used lead-acid batteries?	Y	N
2. Do you recycle spent lead-acid batteries?	Y	N
3. Do you safely store mercury-containing fluorescent bulbs?	Y	N
4. Do you recycle mercury-containing fluorescent bulbs?	Y	N
5. Do you store used antifreeze in structurally sound, clearly marked containers what read "Used Antifreeze For Recycle?"	Y	N
6. Do you recycle used antifreeze?	Y	N

Area 7: Solid/Other Waste Containment & Disposal

1. Do you recycle empty aerosol cans with a scrap metal dealer?	Y	N
2. Do you safely store and recycle used tires?	Y	N
3. Do you have a certified technician remove freon from vehicles?	Y	N
4. Are you recycling any solid waste?	Y	N

Area 8: Floor Drains and Stormwater Runoff

1. Are floor drains sealed?	Y	N
2. Are floor drains connected to a registered holding tank?	Y	N
3. Are floor drains connected to a municipal sewer system?	Y	N
4. Do you minimize the amount of impervious areas outside?	Y	N
5. Do you maintain adequate vegetative buffer strips between surface waters and upland areas?	Y	N
6. Do you have any point discharges from your property?	Y	N

Area 9: Vehicle Washing/Salt & Sand Spreaders

1. Do you perform vehicle washing ____ outside ____ inside?		
2. If outside, are vehicles washed on an ____ impervious ____ pervious surface?		
3. What type of cleaning agent are you using? _____		
4. Do you keep salt/sand spreaders covered?	Y	N
5. Do you keep salt/sand spreaders on an impervious surface?	Y	N
6. Do you keep salt/sand spreaders lubricated for the summer?	Y	N
7. Do you cap the hydraulics of salt/sand spreaders?	Y	N

Area 10: Employee Safety

Do you:		
1. Train employees to use equipment and chemicals according to established rules and regulations?	Y	N
2. Have an Environmental Health & Safety (EH&S) Plan?	Y	N
3. Have a Spill Prevention Control Countermeasure (SPCC) Plan?	Y	N
4. Keep all Material Safety Data Sheets (MSDS) in an easily accessible and localized area?	Y	N
5. Have eyewash stations in maintenance bays?	Y	N
6. Have fire extinguishers in maintenance bays?	Y	N
7. Post "No Smoking" signs in maintenance bays?	Y	N
8. Have spill kits nearby in case of an emergency?	Y	N

Area 11: Emergency Response

1. Do you have an emergency response coordinator?	Y	N
2. Do you keep the emergency response coordinator's name and contact information by the telephones?	Y	N
3. Do you have emergency postings by the telephones (police, fire, etc)?	Y	N

Answering “no” to any of the aforementioned questions may indicate some type of action can be taken. Invite the New Hampshire Pollution Prevention Program (NHPPP) to visit your municipal garage. NHPPP is a confidential, non-regulatory assistance program which is available FREE of charge to NH businesses and municipalities. NHPPP can help you evaluate your waste generating processes to find ways to reduce your waste, liability, and impact on the environment. We can recommend proven, cost-effective options for regulatory compliance while reducing, reusing, and recycling wastes.

If you would like to schedule a visit, the first step is to complete and return the “BMP Checklist for NH Municipalities” form so we can assess your processes, existing pollution prevention activity, and waste information. The form can be mailed to:

**New Hampshire Department of Environmental Services
Pollution Prevention Program
6 Hazen Drive
Concord, NH 03301**

...or faxed to (603) 271-2456. If you prefer, call us at (800) 273-9469 to speak directly with NHPPP technical staff about pollution prevention questions. You can also e-mail us at nhppp@des.state.nh.us. Remember, environmental planning makes good business sense because it is cheaper and less time consuming to anticipate potential problems than to respond to them as they arise.